

Memorandum

FROM : GSO— Michelle Galstaun
SUBJECT : **Pre-Quotation Conference: Solicitation No. SEC300-10-Q-0521
For School Bus Contract**
DATE : July 15, 2010

The pre-Quotation Conference for Solicitation No. SEC300-10-Q-0521 took place at American Consulate Building (Multipurpose room) on July 13, 2010, starting at 10:05am.

Edie Alcivar, GSO Procurement Assistant, conducted the presentation. He began by welcoming the representatives of the companies attending and then introduced Judy Moore, the Management Officer and Michelle Galstaun, the General Services Officer.

Mr. Alcivar distributed copies of the solicitation presentation in PowerPoint, mentioning the most important aspects of the contract. (This presentation is posted on the internet)

The following companies attended the solicitation conference:

COMPANY		REPRESENTATIVES
1	LUCANVI S.A	Milton Torres Gustavo Ayala
2	SEHORE S.A.	Paul Alberto Barrera Victoria Guano Jordan
3	LPG Audit's & Consulting	Luz Valverde de Lara Martha Lara Valverde

The prospective offerors asked some questions during the conference, which are detailed as follows:

1. What is the schedule?

The schedule is not yet determined, but it will be based on the normal school schedule (early morning and afternoon). See Section 1, Scope of Service, Item 1.1.

2. How many school children will be transported?

The transportation probably will be for fewer than 20 school children, but the exact number will be determined at a later date. Quotes should be submitted according to the instructions contained in Section 1, I- Statement of Work, 4. Estimated Level of Services.

3. How many buses are needed?

The determination will be based on the criteria detailed in the solicitation. Companies should quote based on the requirements in the solicitation. Please refer to Section 1, Pricing, item 3.1

4. Which routes will be covered?

Routes will cover multiples stops covering approximately 30 kilometers round trip. Refer to Attachment 3, School Bus Route. Routes list will be provided as soon as the contract is awarded.

5. Should the price be included in the amount for 4 years?

The contract is for 1 year and can be extended for 4 optional years. Please refer to Section 1, Pricing 3.0. Submit quotes with all information for initial year and option years per section 1, Pricing, Standard Services 3.1.1 to 3.7.2.

6. What is the average cost for Additional Emergency Services?

It is an estimate to work with for the purpose of the contract. If there is a change we will post it in our internet site. Please see section 1, Pricing, Standard Services 3.1.1 to 3.7.2.

7. How many school children will be transported in each bus/unit?

See Section 1, Scope of Services 1.0, Item 1.4.1 Definitions.

8. How can I get the SF-30 Form?

A hardcopy is attached to the PowerPoint presentation for the offerors reference. This form is used to make a modification to the solicitation. If this is the case, this form will be posted in the internet.

9. On SF-1449 Form – Facility Code / Company Code, should it be included even though they don't have it?

Offerors should fill out all applicable fields and include all necessary supporting information.

10. Can you specify Minimum and Maximum Runs for Additional /Emergency Services?

This Service has been modified, Please see Section 1 – 3.0 Pricing, and I – Statement of Work 3- Funding, of the Solicitation posted in the Internet.

Eddie Alcivar thanked the offerors for their attendance and interest.